

Department of the Army  
Headquarters California Army National Guard  
Sacramento, California 95826-9101  
2 May 1995

CA ARNG Regulation 350-8

Training  
SCHOOLS

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1. SUMMARY. This regulation provides policy and guidance for California Army National Guard members participating in supplemental training and schools.

2. APPLICABILITY. This regulation is applicable to all California Army National Guard members.

3. SUPPLEMENTATION. Supplementation to this regulation is prohibited unless approved by the Director, Organization, Training and Mobilization.

4. INTERIM CHANGES. Interim changes to this regulation are not official unless authenticated by the Director, Organization, Training and Mobilization.

5. SUGGESTED IMPROVEMENTS. The proponent agency of this regulation is the Training Directorate. Users are invited to send comments and suggested improvements to the Office of the Adjutant General, ATTN: CAOT-TO, P.O. Box 269101, Sacramento, CA 95826-9101.

6. RESTRICTIONS. Approved for public release; distribution unlimited. Local reproduction is authorized.

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## SECTION I. GENERAL

1. National Guard Regulation(NGR) 350-1 provides general policies and procedures applicable to participation in supplemental training and schools by members of the Army National Guard (ARNG).

2. An extensive school program supported by Federal funds is provided annually to the California Army National Guard. Use of these funds is authorized for Army Service Schools, United States Army Reserve (USAR) Schools, Fort Benning Officer Candidate School, Army Resident/Non resident Correspondence Course Programs, Fifth U.S. Army Area Schools, and Unit Conducted Schools. The Reserve Component Non Commissioned Officer Education System (RC-NCOES) is covered under CA ARNGR 351-3.

3. Lack of sufficient funds to cover all Service School requirements is a continuing problem. Commanders must use good judgement in the management of their schools program. Generally, maximum use of a combination of all of the above school options will provide full opportunity to satisfy all individual training requirements.

## SECTION II. ARMY SERVICE SCHOOLS

4. Courses offered at Army Service Schools for specific dates for a fiscal year and information concerning new courses, additional classes, changes in course prerequisites and miscellaneous school items, are announced in the Army Training Requirements and Resources System (ATRRS).

5. Commanders will carefully screen personnel being considered to attend schools to insure that selected individuals are capable of achieving the desired standards of training. In reviewing individual applications, commanders will determine that:

a. Courses selected must be directly related to MTOE/TDA assignment and missions. Courses selected for the primary purpose of qualifying technician employees in their full-time position will not be processed. Soldiers MOS school request must be in his DMOS.

b. The applicant is properly motivated and capable of successful attendance.

c. Resident instruction is the best available means to train the individual.

d. The individual meets the prerequisites for the course.

e. The individual has the proper required security clearance or has initiated a request for a security clearance, if required.

f. Enlisted personnel attending Service Schools should be in Grade E-3 or above.

g. Enlisted personnel attending Service Schools, Unit Conducted Schools, and/or Army Area Schools must have completed basic training.

h. Officers must have completed the Officer Basic Course before they are eligible to attend any other Service School course.

i. Personnel attending Army Service Schools should be made aware of the appearance standards outlined in AR 670-1.

j. The applicant meets the height/weight requirements of AR 600-9. The following procedures will apply for all personnel requesting military or professional civilian schooling:

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(1) The commander at the level a request is originated, will personally verify the height/weight entries on the AATAS and compare those entries with the Weight for Height Table (Screening Table Weight) contained in Appendix A of AR 600-9.

(2) If the entries do not exceed the maximum allowable weight, the application may be forwarded through normal channels.

(3) If the entries exceed the Screening Table Weight, the soldiers body fat and maximum allowable body fat should be included on page 1 of AATAS.

(a) The unit's authorized personnel will then conduct an examination to determine the body fat composition of the applicant. The maximum allowable percent of body fat standards are defined in AR 600-9.

(b) If the applicant exceeds the body fat standard, he/she will be deemed ineligible for school training.

k. The Army Physical Fitness Test will be certified by the unit commander or their designated representative.

6. Applications to attend Army Service Schools will be prepared and processed in accordance with Appendix A.

7. Commissioned Officer applications are subject to the following conditions:

a. The officer has permanent Federal recognition, except that newly commissioned Second Lieutenants may attend their branch basic course with temporary Federal recognition, provided a Secret clearance has been granted.

b. If the officer has been passed over for promotion by a selection board by reason of lack of military education, a letter of transmittal will accompany NGB Form 64, Application for School Training, indicating the date of the second consideration by the ROPA Selection Board. Attendance will be authorized only at a course which will qualify the applicant for promotion, provided such course can be completed prior to the date the board will conduct the second evaluation of the individual.

c. The officer has more than two years service remaining before ROPA mandatory elimination date.

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8. Enlisted personnel applying for Service Schools must extend their enlistment for one year following the completion of a course of 31 days or less duration, if their obligation is for less than one year from the ending date of the school. If Expiration Term of Service (ETS) occurs within two years of completion of a course of more than 31-90 days duration, the individual must extend his/her enlistment for the necessary period to obligate him/her for two years service beyond the ending date of the school.

9. When authority for attendance is received from National Guard Bureau (NGB), the unit will verify approval on the ATRRS A3 screen for the soldier status. Orders will be published upon receipt of authority by this headquarters.

10. It is NGB policy that rental cars are not authorized for anyone attending Service Schools, Army Area, USAR, or other schools which utilize school funding. Orders will indicate "Rental car not authorized."

11. When the period of Active Duty Training (ADT), including travel time, is 30 days or more, the individual's DA Form 201 Military Personnel Records Jacket, should be forwarded in sufficient time to ensure its arrival at the school not later than the date the individual must report for the course. The MPRJ may be hand-carried by the individual to the school.

12. Prior to an enlisted person's departure for school, the unit commander will insure that the individual has in his/her possession the clothing and equipment specified in AR 700-84. The student should also be advised to have sufficient funds to defray expenses until such time that he/she receives his/her first military pay at the school.

13. Travel advances are not authorized in an AT or ADT status.

14. Personnel scheduled to attend a Food Service School are required to undergo a food handler's examination, to include a chest X-Ray, prior to reporting to the school, and must present a Food Handler's Certificate upon arrival.

15. Personnel may transport baggage in accordance with policies stated in Appendix B.

16. Although Army National Guard Board (ARNG) personnel are not under military jurisdiction for purposes of Federal Courts-Martial, they are required to comply with regulations prescribed by school authorities.

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17. Commanders will instruct individuals selected to attend school, that they are to conduct themselves in a manner which will reflect favorably upon the California ARNG, and that they are subject to administrative disciplinary action imposed by school authorities.

18. Personnel physically disqualified for continuance on ADT are normally relieved by the school commandant and returned to their home station except under the following conditions:

a. When the disqualification is due to an injury or disease incurred or aggravated after entry on the current training period, the individual will be retained in the hospital and will continue to receive full pay and allowance during hospitalization. These entitlements will continue beyond the expiration of the Service School and the service member has returned home during the period that the individual is unable to resume military duty as long as a line of duty investigation has been completed, approved, and forwarded to OTAG, CAMP-PAS and until released from further medical treatment. Such entitlement does not extend the ADT period, and retirement points cannot be credited after the normal date of release from the service school (AR 600-8-1).

b. When a waiver has been recommended for a disqualifying injury or disease, the installation will advise this headquarters. NGB will grant a waiver or issue instructions relative to the disposition of the individual.

### SECTION III. FIFTH UNITED STATES ARMY AREA SCHOOLS

19. Application to attend courses at Fifth United States Army Area Schools will be prepared and processed in the manner described in Appendix A. These courses are announced in ATRRS.

20. All policies and requirements for Army Service Schools apply also to United States Army Area Schools.

### SECTION IV. UNITED STATES ARMY RESERVE SCHOOLS

21. USAR School Courses are available to members of the California ARNG. They provide military education paralleling Active Army resident courses.

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22. Correspondence course material is provided for Inactive Duty Training periods. Resident material is used for the ADT periods. Reference FORSCOM/TRADOC Reg 135-3.

23. The USAR School Year normally extends from 1 October through 30 September and consists of two phases:

- a. Reserve duty training period (assemblies).
- b. A Resident Active Duty phase.

24. Officers may attend Advanced and C&GSC courses at USAR Schools with the approval of their unit commanders, provided they are not subject to elimination under ROPA prior to the completion of the course. Officers must attend the 13 day Active Duty phase of a course at a site designated by Fifth United States Army. A waiver must be submitted with the school application if the officer is requesting attendance of a resident phase conducted in an Army Area other than Fifth United States Army. This Active Duty may be in addition to the individual's attendance at his/her unit's Annual Training period. Warrant Officers have similar options and requirements to attend the Warrant Officer Advance and Senior courses.

25. Individuals desiring to attend the USAR School Active Duty Phases will submit a request through their SRCOM which will use AATAS to request a reservation. After necessary programming and coordination with the appropriate USAR School and Fifth United States Army, appropriate orders will be published.

26. Reenrollment procedures for USAR School Courses:

- a. Any student who fails to complete a year of instruction for any reason may reenroll in the same year of instruction and repeat it when:
  - (1) The student remains qualified to attend the course.
  - (2) Enrollment is approved by this headquarters and NGB.
- b. A student is permitted only one reenrollment for any one course of instruction.
- c. A student who desires to reenroll in a course will submit a letter, through channels, to this headquarters, ATTN: CAOT-TO, explaining justification for his/her reinstatement.

SECTION V. OFFICER CANDIDATE SCHOOL

27. ARNG Special Officer Candidate Course:

a. Applicants will attend the Infantry Officer Candidate Course (Reserve Component) conducted at the United States Army Infantry School, Fort Benning, Georgia, regardless of the branch in which they will be commissioned.

b. Travel required for the applicant to appear before a Federal Recognition Board will be performed without reimbursement from State or Federal funds.

c. Applications will be prepared in accordance with NGR 351-5 and Appendix A, NGR 600-100. Senior commands will assemble and forward all applications to this Headquarters under one letter of transmittal indicating desired priority of consideration.

d. Applicants will be oriented as prescribed in Paragraph 3-18, NGR 351-5.

e. Applicants must be qualified for commissioning in accordance with NGR 600-100.

f. NGB Form 62, Application for Appointment, with allied documents as required by NGR 600-100.

28. The submission of an application by a commander is accepted as evidence that the applicant has been selected for Officer Candidate School because of motivation, leadership, and military experience, that he/she is potentially qualified for appointment and Federal recognition, and that the commander desires the services of the applicant as an officer in his/her unit or organization.

29. Orders issued by this headquarters prior to departure for the course. Individuals authorized to attend CMA who are below E-6 will be promoted to Grade E-6. If an individual fails to complete the course, he/she will be reduced to his/her previous grade. Effective date of appointment, and reduction in these instances will be determined by this headquarters. Attendance of individual in grade of E-6 and above will be in his/her current grade.



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#### SECTION VI. OFFICER AND WARRANT OFFICER UNDERGRADUATE

30. Application for Officer and Warrant Officer Initial Flight Training will be submitted in accordance with CA ARNG TC 1-51.

#### SECTION VII. UNIT SCHOOLS

31. Unit commanders may conduct unit schools, subject to the availability of funds and as authorized by NGB. The following are examples of the type of schools that can be conducted:

a. Commander and staff training of battalion or higher headquarters.

b. Critical MOS training, or training for identified deficiencies.

32. Schools must be conducted for the express purpose indicated in their title. The use of unit schools must meet the classic definition of a school possessing an instructor-student relationship. The culmination of the course should include a diploma or certificate of completion for enclosure in records. Examples of inappropriate use of this authority would be the conduct of conferences, officer calls, CPX's, meetings, seminars, NCODP, and staff assemblies. Any function which would assemble technicians and which had a purpose of enhancing the individual's technician skills is inappropriate.

33. Requests for authority to conduct unit schools should be submitted, in original and three copies through command channels, to arrive at this headquarters, ATTN: CAOT-TO not later than 60 days prior to the first day of instruction. As a minimum, the information outlined in Appendix C, is required to process requests for authorization of unit schools. A POC is required for unit schools. POC to certify and submit roster of attendees, utilizing DA Form 647, NLT five working days after conduct of the school.

#### SECTION VIII. ARMY CORRESPONDENCE COURSES

34. Members of the California ARNG should enroll in the Correspondence Course Program as an alternative to attendance at resident course.

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35. Information concerning the various types of Army Correspondence Courses and instructions for preparing applications may be found in DA Pamphlet 351-20 series, Announcement of Army Correspondence Courses, as modified by the following:

a. Detailed instructions on DA Form 145, Army Correspondence Course Enrollment Application, will be completed on both sides. (See sample in Appendix B.)

b. If a previously subscribed correspondence course was cancelled, the reason for cancellation will be provided.

c. Commanders will forward applications to the Army Institute for Professional Development (AIPD). U.S. Army Training Support Center, Newport News, VA 23628-0001, for all branch courses.

d. When enrollment is approved, lesson material will be mailed directly to the student, and progress notices, i.e., enrollment approval, completion notices, termination notice, and warning notices, will be mailed directly to the applicant's parent organization. These notices will then be furnished to the student's unit for their inclusion in his/her Military Personnel Records Jacket (DA Form 201) as a permanent record. Since item 1, DA Form 145, will show applicant's unit of assignment and parent organization's mailing address, this headquarters will not receive or retain any progress notices.

36. Officers must apply for a correspondence course appropriate to their grade and branch. DA Pamphlet 351-20 Correspondence Course Catalog provide for any exception to this rule.

37. Commanders must show a continuing interest in the progress of members enrolled in correspondence courses. Most cancellations result from lagging interest and poor study habits.

#### SECTION IX. UNITED STATES MILITARY ACADEMY

38. Nominations to attend the United States Military Academy can be obtained by members of the California ARNG on a competitive or noncompetitive basis.

39. Noncompetitive nominations are obtained through members of Congress. Individuals seeking these appointments should communicate directly with their congressional Representative or Senator. Nominations may be sought from more than one authority.

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40. AR 351-12 describes the manner in which competitive nominations are awarded. Qualification for nomination to the Academy depends upon the performance by the applicant in the Scholastic Aptitude Test administered by the College Entrance Examination Board. To be considered for nomination, the individual will take the following action:

a. Apply for the College Entrance Examination Board Scholastic Aptitude Test. The application and other information may be obtained from a local high school. The board should advise the registrar, United States Military Academy of the test results.

b. Advise the Academy Registrar of the desire for nomination by a letter patterned after the sample in Figure 1, AR 351-12.

41. The applicant will be notified, through channels, of acceptance for the examination. The President of the West Point Applicant Board will notify the applicant by letter, telephone, or telegram, of the time and place to appear.

42. Fifth United States Army will advise this headquarters of the results of the West Point Pre-Qualification Tests and Officer Leadership Board Interview and forward approved application to the Adjutant General, Department of the Army. This headquarters will advise the unit commander concerned.

43. Personnel must apply between 1 January and 30 June for the call beginning in July of the following year.

44. Individuals selected to attend the Academy will be notified directly by the Adjutant General, Department of the Army. Applicants not selected will be notified through Headquarters, Fifth United States Army.

#### SECTION X. COMMAND AND STAFF REFRESHER COURSES

45. Command and Staff Refresher Courses conducted at Service Schools are designed to provide reinforcement to command and staff subjects obtained in advanced officer and noncommissioned qualification courses. The courses are tailored to the command and Staff functions of a TOE Headquarters and are designed to involve and exercise each individual assigned to key positions within the headquarters. Only those individuals assigned or pending assignment to the participating headquarters will be eligible for attendance.

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46. Requests for refresher courses will be directed, through command channels, to this headquarters, ATTN: CAOT-TO, for approval and coordination with the appropriate Service School

#### SECTION XI. CIVILIAN EDUCATION PROGRAMS

47. VOCATIONAL-TECHNICAL (VO-TECH). An addition to the traditional options available to the commander for MOS qualification, VO-TECH schools in support of military MOS qualification is available.

a. California is abundant with post-secondary education institutions that provide vocational and technical courses. Many of these courses have direct application to many of the MOSs in the CA ARNG. VO-TECH can be utilized for initial skills training as well as refresher and upgrade of basic skills.

b. One of the most successful civilian education programs within the CA ARNG is the Clinical Specialist Civilian Education Program which utilizes courses of instruction conducted at civilian institutions offering the Licensed Practical Nurse/Licensed Vocational Nurse Program. Successful completion of the course makes the individual eligible for the award of MOS 91C30. Particulars are announced annually in the CA Circular 351 series.

c. Each civilian program that is supported by Federal funds must be approved on an individual basis. Circulars are published annually for some programs. However, commanders are invited to submit requests for approval of new programs to this headquarters, ATTN: CAMP-CE.

48. The objective of the school funding allocation system is to provide the field commanders with the ability to exercise their management judgement and to efficiently and effectively utilize this critical resource for the purposes which can best meet the combat readiness requirements of their respective commands. The Adjutant General has established the following priorities for programming the expenditure of discretionary funds:

- a. Junior Non-Commissioned Officer Development
- b. Junior Officer Development (OBC, OAC)
- c. Senior Non-Commissioned Officer Development
- d. MOS Courses
- e. MOS Enhancing Courses

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49. Discretionary funds are monies allocated to senior commands to fund Service Schools, Army Area Schools, USAR Schools, or Unit conducted schools. Allocations are announced by letter prior to the start of each new fiscal year.

a. Application of funds to particular courses and individuals is the prerogative of the senior commands. However, attendance at all schools are subject to the approval of NGB.

b. Upon submission of an application for school, the funds are considered as "reserved." When the school application or unit school request is approved by NGB the monies are "committed." Upon the service member reporting to the school or the conduct of the unit school, the funds will be "obligated".

c. A Status of Discretionary School Funds Report will be provided to each senior command monthly. Each senior command will strive to insure that 100% of their funds are at least reserved by 1 April of each year and committed no later than 1 August of each year.

d. There are certain courses and schools that are funded by this headquarters and NGB that are not chargeable to the senior commands. Although they are subject to change, presently the following list is applicable:

- (1) Resident Senior Service College Courses.
- (2) Command and General Staff Course (RC).
- (3) Undergraduate flight Training (Officer/Warrant Officer).
- (4) Sergeant's Major Academy (Resident Course).
- (5) Physician's Assistant Course, Patrick AFB.
- (6) Clinical Specialist Program.
- (7) Resident Phases for Officer Advance, Command and General Staff Course, Warrant Officer Advance, and Senior Course.
- (8) Other unit schools sponsored and conducted by this headquarters, i.e., Unit Commanders School, NCOES Courses.

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e. Where alternative sources of training are available, e.g., Service School U.S. Army Area School, the least costly method will be selected.

f. Unit Schools will be designed to achieve maximum cost effectiveness. Funds will not be used for observers or other non-essential participants. Schools will be conducted at decentralized locations to minimize travel costs.

g. All unit schools must be approved by NGB. They grant the authority to conduct the school and will specify a manday ceiling which, may not be exceeded. The NGB authority with this headquarters endorsement constitutes approval to conduct the school and expend funds within authorized limits.

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APPENDIX A

APPLICATION FOR SCHOOLS

A-1 AATAS Course Application will be used to apply for attendance at Army Service Schools, Army Area Schools, USAR School, National Guard State Academy Courses, Individual Readiness Training Schools, and Reserve Component Officer Candidate School.

A-2 The application must be submitted through command channels, to reach this headquarters, ATTN: CAOT-TO, at least 60 days prior to the scheduled reporting date of the school. Applications for senior officer courses, i.e., Regular command and general Staff Officer Course, Command and General Staff Course (Reserve Component), and Senior Service College, will be submitted in accordance with NGR 351-21 announcing these schools.

A-3 The AATAS application is made of two screens. Each screen requires you to fill in certain data fields and enter a "U" at the bottom to update the screen. When you have filled out the two screens, the system will tell you the application has been accepted. If you mistype or leave a required field blank you will not be allowed to go to the next page until the problem is resolved. The system will move the cursor to the field that needs to be fixed and give you an error message at the bottom of the screen stating what is wrong.

19 OCT 92                      <FOUO>      AATAS COURSE APPLICATION (A1)  
SSN \_\_\_\_\_ PAY GRADE \_\_\_\_\_ SEX \_\_\_\_\_ NAME \_\_\_\_\_  
AAID \_\_\_\_\_ POC \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ AVN \_\_\_\_\_ - \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
QUOTA SOURCE \_\_\_\_\_ SECURITY CLEARANCE \_\_\_\_\_  
DUTY POSITION \_\_\_\_\_  
POC POSITION \_\_\_\_\_ REQUESTING INSTALLATION \_\_\_\_\_  
APPROVING AUTHORITY \_\_\_\_\_ APPROVAL RECOMMENDED \_\_\_\_\_ (Y OR N)  
REQUESTED COURSE \_\_\_\_\_  
FY \_\_\_\_\_ SCH \_\_\_\_\_ CRS \_\_\_\_\_ PHASE \_\_\_\_\_ CLASS \_\_\_\_\_  
TYPE OF TRAVEL REQUESTED \_\_\_\_\_ (P-TDY ENROUTE, T-TDY AND RETURN)  
COMMENTS \_\_\_\_\_

-----FOR MILITARY ONLY-----  
MEETS HGT/WGT STANDARDS? \_\_\_\_\_ (Y OR N)      MEETS COURSE PREREQUISITES?  
MEETS PHYSICAL STANDARDS? \_\_\_\_\_ (Y OR N)      PMOS \_\_\_\_\_ BRANCH \_\_\_\_\_

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## APPENDIX A (continued)

19 OCT 92 &lt;FOUO&gt; AATAS COURSE APPLICATION - RC (A1)

SSN \_\_\_\_\_ PAY GRADE \_\_\_\_\_ SEX \_\_\_\_\_ NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ WORK PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ DMOS \_\_\_\_\_

PEBD \_\_\_\_\_ DOR \_\_\_\_\_ ETS \_\_\_\_\_ BDMR \_\_\_\_\_

OVER 40 PHYSICALLY CLEARED? (Y OR N) ACT OFF ID \_\_\_\_\_

TRAVEL MODE \_\_\_\_\_ GTR COST \_\_\_\_\_ POV MILES \_\_\_\_\_ TDC \_\_\_\_\_  
QUARTERS/RATIONS AVAILABLE? (Y OR N) PER DIEM AUTH? (Y OR N)

COMMENTS



APPENDIX B

APPLICATIONS, ARMY CORRESPONDENCE COURSE ENROLLMENT

B-1 To apply, select the course or subcourse(s) in which you want to enroll. Make sure you are eligible for enrollment and that you meet all course or subcourse prerequisites. The subject matter of the selected course or subcourse(s) should relate to your present or prospective duty assignment or training need.

B-2 Use DA Form 145 to enroll in the Army Correspondence Course Program. You may get this form through your unit.

a. Complete the application by following the instructions given on the back of the application form.

b. Submit your completed application to your approving authority. The approving authority must verify your application, complete block 24, then forward the application to the Army Institute for Professional Development U.S. Army Training Support Center, Newport News, VA 23628-0001.

B-3 You may enroll in only one course, or one course and individual subcourses with AIPD, at the same time. For an individual subcourse enrollment, use one DA Form 145 to request enrollment in numerous subcourses. Once enrolled, you may add subcourses to the enrollment by using the student inquiry sheet or a letter request before mailing another DA Form 145 to add subcourse to a current individual subcourse enrollment.

## APPENDIX C

## TRANSPORTATION OF IMPEDIMENTA AND BAGGAGE

C-1 Impedimenta. Household goods of members, not in excess of the weight limit in pounds prescribed below, may be transported at Government expense. These weight allowances are exclusive of baggage that is transported free of charge on a commercial ticket. \*(Reference Chapter 5, Part D, JFTR, Volume 1)

a. Temporary change of station weight allowance is authorized when the tour of duty is (i.e., Service School) less than 140 days duration.

b. Permanent change of station weight allowance is authorized when the tour of duty is 140 days or longer.

c. Household goods:

Grade	Temporary Change of Station Weight Allowance	Permanent Change of Station Weight Allowance	
		W/Dep	WO/Dep
General	2,000	18,000	
Lt General	1,500	18,000	
Major General	1,000	18,000	
Brigadier General	1,000	18,000	
Colonel	800	18,000	
Lt Colonel	800	17,500	16,000
Major and Warrant Officer (W-4 pay grade)	800	17,000	14,000
Captain and Warrant Officer (W-3 pay grade)	600	14,500	13,000
First Lieutenant	600	13,500	12,500
Second Lieutenant and Warrant Officer (W-1 pay grade)	600	12,000	10,000
Enlisted Personnel			
E-9	600	14,500	12,000
E-8	500	13,500	11,000
E-7	400	12,500	10,500
E-6	400	11,000	8,000
E-5	400	9,000	7,000
E-4 (with over 2 yrs svc)	400	8,000	7,000
E-4 (with 2 yrs or less)	225	7,000	3,500
E-3	225	5,000	2,000
E-2	225	5,000	1,000
E-1	225	5,000	1,000

APPENDIX C (continued)

d. Definitions:

(1) Household goods: Includes household goods, clothing, baggage, and all other personal effects of a similar nature.

(2) Professional books, papers, and equipment: Includes professional books, papers, professional instruments (not office equipment) and professional equipment of chaplains, stereopticons, slides, motion picture projectors, films, and printing outfits. All items must be required by the member for reference or other purposes in the performance of official duties.

e. Authorized shipments may be accomplished as follows:

(1) If the individual is within reasonable proximity of a military installation which has an Installation Transportation Officer (ITO), the individual should contact the Transportation Office, present copies of his/her Orders and request the assistance of the ITO.

(2) Submit a request to USPFO, ATTN: Trans Branch for assistance.

C-2 Baggage. Whenever the tour of duty at school is less than 31 days, and orders provide "Shipment of permanent change of station or temporary change of station weight allowance is not authorized," shipment is limited to only the free checkable baggage allowance on commercial carriers dependent on the mode of travel as follows:

a. Rail or bus: Generally, 150 pounds.

b. Air: Under terms of the Joint Military Air Transportation Agreement, personnel traveling on permanent change of station orders receive a free baggage allowance of 70 pounds.

\*Professional books, papers, and equipment without weight limitation may be authorized in addition to household goods.

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## APPENDIX D

## INDIVIDUAL READINESS TRAINING SCHOOL

D-1 All IRTS are entered into the Army Training Requirements and Resources System (ATRRS). To do this, this headquarters needs a course information sheet (NGB-IRTS), the Preface Sheet with scope and prerequisites, and a program of instruction (POI).

D-2 NGB is the final approving authority. Submit your request through command channels to this headquarters, ATTN: CAOT-TO, to arrive no later than 90 days prior to start date. We must complete additional input forms and forward to arrive at NGB no later than 75 days before start date.

D-3 Upon notification of approval, use NGB Form 64 to enroll each student. Attach a DD Form 1610 for AGRs or students or staff already on orders to the application. All other personnel will obtain quotas and orders thru AATAS.

D-4 IRTS are normally two days in length, eight hours of POI each day. This time does not include travel and non-POI time (registration, lunch).

D-5 Complete items 1 through 11 on the NGB-IRTS Form, attach the preface sheet and POI and transmit by memorandum. Each headquarters will review and approve the IRTS.

D-6 Conducting schools require certain administrative actions.

- a. A course manager is identified.
- b. Primary instructors complete an Instructor Training Course (ITC).
- c. A certificate of training presented to each graduate.
- d. Complete a DA Form 1059 for each student enrolled. This includes those who did not complete the school or were a no-show.
- e. Provide to this office, a typed roster of students enrolled, annotated as follows:

- (1) G - present and graduated from the school
- (2) N - no-show

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APPENDIX D (continued)

(3) Z - Did not complete the school. Indicate reason, i.e., illness, emergency, etc.

D-7 Forward the roster to arrive at this office within 3 working days after the school end date. We have a suspense of 5 working days to enter this information into ATRRS.

UNIT SCHOOLS - SEQUENCE OF ACTIONS

1. Analysis of need (AGI reports, ARTEP, SQT, IR, Cdr Evaluation).
2. Develop POI based on the analysis of need.
3. Prepare Training Schedule.
4. Designate a Point of Contact (POC).
5. Submit Request for Unit School IAW CA ARNGR 350-8.
6. If the school is going to be funded, continue with the preparation. If it is a contingency school, hold further preparation until it is approved for funding.
7. Arrange for instructors and support personnel.
8. Arrange for assistance from Readiness Group, USAR Schools, or guest speakers.
9. Instructor training and preparation.
10. Arrange for location of school (classrooms, training areas, etc.).
11. Arrange for training aids, audio visual equipment, handouts, blank forms, references, office supplies, etc.
12. Arrange for quarters:
  - a. Government quarters.
  - b. Contract quarters (Letter request to USPFO, ATTN: CAUS-TR).
  - c. Commercial.

APPENDIX D (continued)

13. Arrange for mess:
  - a. Government mess.
  - b. Contract mess or meal tickets (Letter request to USPFO, ATTN: CAUS-TR, USPFO Memo 3-5 and App V).
  - c. Commercial.
14. Arrange for transportation:
  - a. Government transportation.
  - b. Commercial transportation (GTR).
  - c. Individual provide own transportation (reimbursed).
15. Publish LOI or circular announcing school.
16. Final practice by instructors before conduct of course.
17. Set up classrooms and gather all material for conduct of course.
18. Prepare to welcome visitors and make a visitor handout or folder.
19. Sign in individuals using DA Form 647 (Ensure that there is an order form for everyone - either AATAS or Format 400 for Orders.)
20. Conduct classes.
21. Prepare as needed:
  - a. DD Form 1351-2, Travel Voucher (include a sample).
  - b. DD Form 1351-3, Statement of Actual Expenses (use in a high cost area).
  - c. DD Form 1351-5, Government Quarters and Mess (when government quarters or mess are not available).
  - d. USPFO Form 75 ADAPTS, Payroll Certificate for Military Duty.

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APPENDIX D (continued)

- e. DA Form 87 or CAL NG Form 639, Certificate of Training.
  - f. Five copies of orders to student (4 copies to send with Travel voucher plus one for individual).
22. Students evaluate course and instructors.
23. Submit DD Form 115 to USPFO for contract mess and/or quarters.
24. Submit USPFO Forms 75 to USPFO for pay.
25. POC submit original DA Form 647, Roster of Attendees, to CAOT-TO NLT 5 days after completion of course.
26. Prepare an after action report on lessons learned. Establish a functional file pertaining to the unit school, use File Number 25-30nn, Training Media Files, IAW AR 25-400-2.


CA ARNGR 350-8  
(CAOT-TO)

2 May 1995

BY ORDER OF THE GOVERNOR:

OFFICIAL:

TANDY K. BOZEMAN  
Major General  
The Adjutant General



DENNIS J. COFFMAN  
OFFICIAL  
COE: IN COFFMAN  
Director, Organization, Training  
and Rehabilitation  
DEPT. OF CORRECTIONS AND REHABILITATION

DISTRIBUTION:

A